



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: [www.chcc.gov.mp](http://www.chcc.gov.mp)



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 19-176

POSITION: **PHARMACY ASSISTANT** OPENING DATE: **10/17/2019**

NO. OF VACANCIES: **4** CLOSING DATE: **10/30/2019**

SALARY: **\$20,208.64 P/A**

*The salary given will be determined by the qualifications of the appointee.*

LOCATION: **Pharmacy Unit, Commonwealth Health Center, Commonwealth Healthcare Corporation**

#### DUTIES:

Under the direct supervision of a Registered Pharmacist, the employee performs technical assistance and clerical tasks involved with the receiving, storage, distribution, and associated record keeping of pharmacy activity. The location of the work is the Commonwealth Healthcare Corporation, primarily within the inpatient pharmacy department but also within the areas where pharmaceuticals are dispensed, administered, stored or in transit. The employee does not have supervisory tasks. Processes unit-dose medication cart daily with the supervision of the registered pharmacist; that includes printing of pick list, filling, and cart delivery to each nurse medication room. Updates a current listing of the night cabinet and requisition form for all units as changes in inventory are made. Assists in completing monthly assigned unit and code cart inspections. Ensures that pharmacy areas are kept clean, neat, well stocked, and well organized. Assists in completing monthly reports as part of the annual Medicare cost report. Delivers staff pharmacist verified medications throughout the hospital as required. Receives, processes and delivers ward medication floor stock requisitions. Complies with all applicable hospital and government policies, procedures, codes, and standards. Work under the direct supervision of a registered pharmacist. Shall not perform duties that can only legally be performed by a licensed pharmacist. Job related tasks assigned by the Staff Pharmacist will be promptly and accurately completed. Perform all other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

Graduation from High School, General Education Development (GED) or Advanced Development Institute (ADI).

#### CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demands of the employee's job; Every effort will be made to adhere to the employee's regular work schedule. This position is "**COVERED**" and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law.

#### *Note(s):*

- *Three-fourths 20 CFR 655, Subpart E: "Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any."*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

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CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job related medical condition or disability, or any legal protected status.

**OTHERS:**

This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

*Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources

Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

*Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)*

E-mail: [humanresources@dph.gov.mp](mailto:humanresources@dph.gov.mp)

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 236-8756

Call  
X